

POLICY RESEARCH PROGRAMME STAGE 1 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 CCF RMS will be accepted, however information can be copied from the Word template into the online application form.

Section: Introduction

Please note the following information and guidance is intended for applicants submitting a **Stage 1 Policy Research Programme** application.

There are a number of **online guidance prompts** (marked as a ?) available to you throughout the online form to help you when completing an application. It is **strongly advised** that you also read the [Guidance for Applicants](#) document before completing your application.

Stage 1 applications should observe the maximum word limits as indicated throughout the form. **Keep the use of acronyms to a minimum.** Only use acronyms where a term is used frequently throughout the application. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it when first used.

You are strongly advised to structure the longer sections of the application form (particularly the Research Plan) in such a way that they can be read easily by reviewers. **Schematics, tables, illustrations, graphs, and other types of graphics can be embedded to clarify the research plan but they should not clutter the central narrative. Images do not count towards the overall word count but inclusion of them to overcome word limits is not permitted. Images may only be included within the 'Research Plan.' Images included in other sections will be removed from the application and not seen by reviewers. The use of long passages of dense, unstructured text should be avoided.**

- **The deadline for this call is XXXXX**

Members of the research team will need to be 'invited' through the system *via* email to participate as co-applicants after which they must both confirm and approve their participation. You will not be able to submit the application until co-applicants have confirmed and approved their involvement.

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 grants team on 020 8843 8027

Section 1: Application Summary Information

Programme

To be auto populated by RMS , pulled from Round Information

Call

To be auto populated by RMS , pulled from Round Information

Host organisation (which will administer any award): (SAF_PG2_HSTORG)

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

NOTE: If your organisation does not appear on this list, please contact the [Central Commissioning Facility](#)

Research title (SAF_PG2_RSRCHTLE)

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

Research Type (SAF_PG2_RSRTYPE)

Select the appropriate research type. If your proposed programme 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)/Primary Research/Secondary Research/Primary & Secondary Research

Proposed start date (SAF_PG2_STRT)

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

Research duration (months) (SAF_PG2_DUR)


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

End date

Date field – to auto populate calculating the 'Proposed Start date' + 'Research Duration'


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Estimated research costs(SAF_PG2_RSRCHCST)

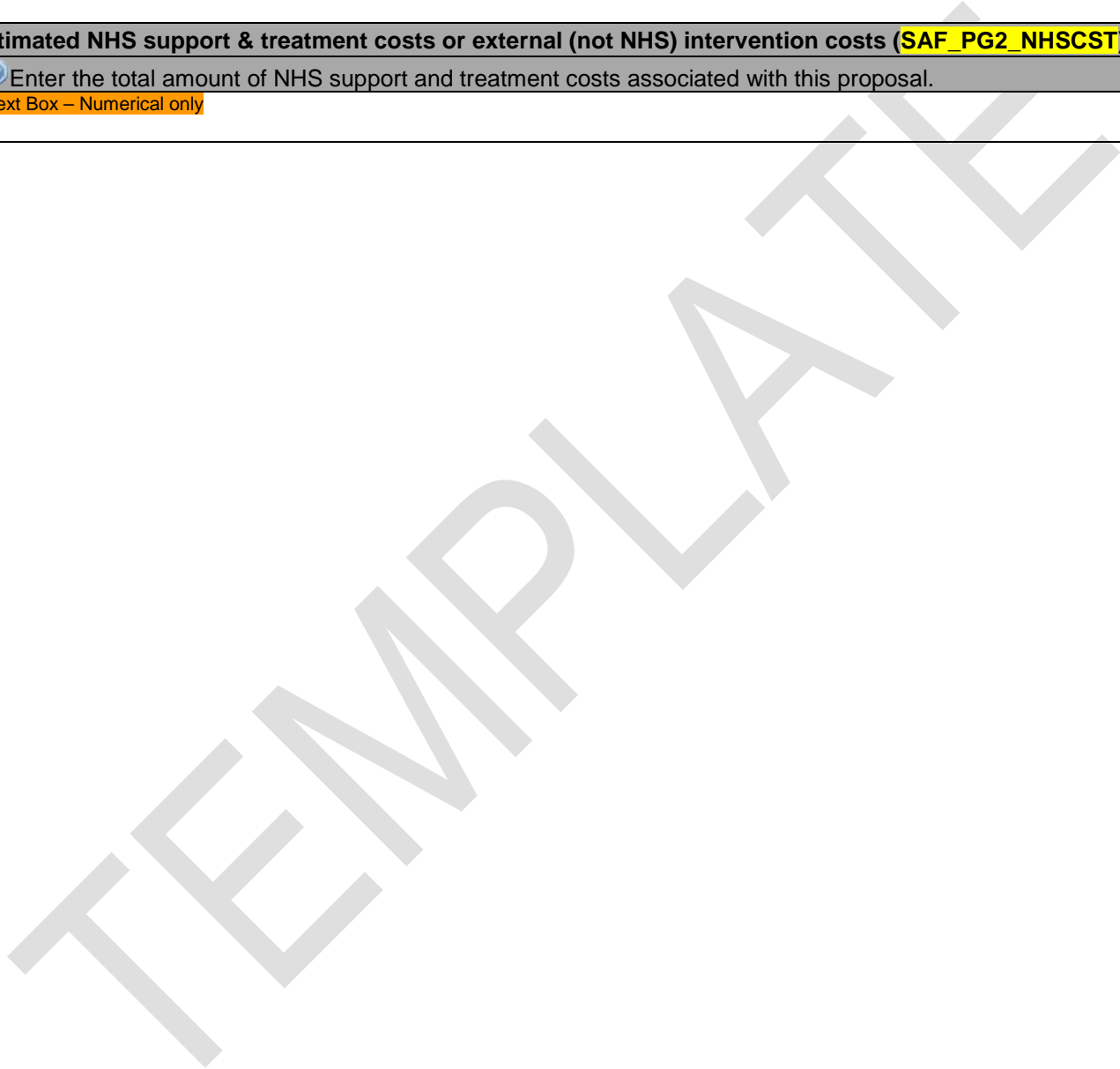
 Enter the total amount of research costs requested (not including NHS Support & Treatment costs).

£ Text Box – Numerical only

Estimated NHS support & treatment costs or external (not NHS) intervention costs (SAF_PG2_NHSCST)
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 Enter the total amount of NHS support and treatment costs associated with this proposal.
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£ Text Box – Numerical only



Section 2: Lead applicant CV (SAF_PG3_LEADCV)

Some of the responses required in this section will have been pre-populated based on your CV details and any remaining fields must be completed.

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

Title		Forename(s)		Surname	
Position		ORCID iD		Institution	
Department		Telephone No.			
Address Line 1		Address Line 2		Address Line 3	
Postcode		Country			

Web Address	(SAF_PG3_WEB)
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Qualification	Subject	Institution	From	To
(SAF_PG3_QUAL)				


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.


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

Section 3: Lead applicant research background


Some of the responses required in this section will have been pre-populated based on your CV details and any remaining fields must be completed to provide the required information.


To update your publications and grants, please visit the **Manage My Details** area by selecting 'Save and Close' at the top of this screen and accessing the left hand menu toolbar. Once in **Manage My Details**, the publications and grants are available via the **Update CV** section of your account.

Publication record (SAF_PG4_PUBREC)
<p> Provide details of a MAXIMUM of 6 of your most recent / relevant publications (in the last 10 years) relevant to this application (using Vancouver or Harvard citation format). Please use DOI reference numbers if needed.</p> <p>Replicate current functionality but only for lead applicant. Auto populated from the "Manage my details" section within the Lead Applicant's CCF RMS Portal account, which should be updated and edited prior to submission.</p> <p>Select and order what you consider to be your 6 most relevant publications to date (in the last 10 years):</p> <ul style="list-style-type: none"> • Applicants can update their list of publications in the Manage My Details section. • Applicants can then select the six relevant publications using the green "+" icon.. • The delete icon (the red and white button) to remove a publication from the list. • The order of each publication can be changed by clicking and dragging the green arrow icon. <p>Use the save button to save the selections.</p>

Research grants held (SAF_PG4_GRNTHLD)
<p> Please edit 'Manage My Details' to ensure that relevant and current research grants held (as a named applicant) are included – please state who the grant is with and the amount of each grant. If no grants are held please enter N/A (as this is a mandatory field). For more information about resubmission of a research/trainee funding application, or joint funding please contact the appropriate NIHR research funding programme.</p> <p>Same as current functionality but only for lead applicant. Autopopulate a list of all grants the Lead Applicant has been involved in from their CV section – The format would be [Date][Title][Awarding Body]</p>

Applicant CV Publications Control – (SAF_PG4_CVPUB)

Has this application, or a similar application previously been submitted to this or any other funding body? (SAF_PG4_PREVSUB)
<p> 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.</p>
Yes/No

<p>Applications submitted other NIHR programmes.</p> <p> Where this application or a similar one has been submitted to this or another NIHR programme or elsewhere, please provide the necessary information.</p> <p>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).</p> <p>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.</p>

<p>Title of previous application (SAF_PG4_PREVTLE)</p> <p>Title of previous application (SAF_PG4_PREVTLE)</p> <p>Provide the full research title for the application.</p>
100 words

<p>Name of Lead Applicant (SAF_PG4_LEADNME)</p>
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<p>Funding body to whom it was submitted (SAF_PG4_FUNDBDY)</p> <p>Identify the organisation to which it was submitted previously.</p>
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<p>Funding scheme under which the application was submitted (SAF_PG4_FUNDSCHME)</p> <p>Identify the funding scheme to which it was submitted previously.</p>

<p>Please indicate whether this was a stage 1 (outline) or stage 2 (full) application (SAF_PG4_STAGEQRY)</p>


<p>The reference number of previous application (History Reference Number)</p> <p>Provide the reference number for the application.</p>
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<p>Outcome (SAF_PG4_OUTCME)</p> <p>Funded/Pending/Rejected</p>

<p>Please state the outcome date, if a decision still pending (SAF_PG4_OUTCMEPEND)</p> <p>dd/mm/yyyy</p>

Section 4: The research team

Specify your (lead applicant) role in the research (SAF_PG5_LEADRLE)

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

Text field 100 words

%FTE commitment (SAF_PG5_CENTCOMT)

Numerical field – max 3 characters plus % sign

Co-applicants (SAF_PG5_COAPP)

Take current functionality for adding co-app but tweak to block co-apps adding CV, grant and publication details and make PPI co-applicant question just yes/no.

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. 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.

IMPORTANT: Colleagues will need to be 'invited' through the system via email to participate as co-applicants after which they must both confirm and approve their participation; the application cannot be submitted without doing so.

A maximum of 15 co-applicants is permitted (including the Joint-lead).

Forename(s) Auto populated from the 'Manage my details' section	Surname Auto populated from the 'Manage my details' section
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Full name: Position: Institution: Department:	All information in this box 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.
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Add applicant role and %FTE commitment...

Please select the name of the applicant from the list below.

This would follow the current co-applicant pop up question box on the current form.

Name of applicant (SAF_PG5_NMEAPP)

Please note a colleague should first be 'invited', once this has been completed their details will automatically

appear in the field below.


Specify role in research (SAF_PG5_RSRCHROLE)
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.
<i>75 words</i>

%FTE (SAF_PG5_COAPPCENTCOMT)
Commitment: This refers to the percentage of your time that you will commit to this project.

TEMPLATE

Section 5: Plain English Summary of Research

Plain English Summary of Research (SAF_PG6_PES)

 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 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 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:

- a) those carrying out the review (reviewers and board and panel members) to have a better understanding of your research proposal
- b) inform others about your research such as members of the public, health professionals, policy makers and the media
- c) 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 / members of the public in developing a plain English summary.

Content

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

- a) aim(s) of the research
- b) background to the research
- c) design and methods used
- d) patient and public involvement
- e) dissemination

The plain English summary is not the same as a scientific abstract - please do not cut and paste this or other sections of your application form to create the plain English summary.

Further guidance on writing in plain English is available online at NIHR Make it clear

<http://www.invo.org.uk/makeitclear/>.

For further support and advice on writing a plain English summary, please contact your local Research Design Service (where applicable). <http://www.nihr.ac.uk/about-us/how-we-are-managed/our-structure/research/research-design-service/>

450 words

Section 6: Research Plan

Research Plan (Research Plan)

Using all of the headings in the order presented below, please use this section to clearly explain your proposed research. For further information about what is required under each heading please refer to the [guidance for applicants](#).

As this is the main part of your application which will be considered by the reviewing panel, you should ensure that the information is accurate, succinct, clearly laid out and provides sufficient methodological detail.

1. What is the problem being addressed?
2. Why is this problem important and how does it address the aims of this research call?
3. Review of existing evidence – How does the existing literature support this proposal?
4. What is the research question / aims and objectives?
5. Team experience and expertise
6. Project plan

4000 words

Section 7: Uploads

Mandatory (SAF_PG8_MNDREF)

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

 Attach

Non-mandatory (SAF_PG8_NONMNDREF)

If required, an additional supporting (single side of A4) document can be submitted with your application form (e.g., a flow diagram illustrating the study design and the flow of participants, gantt chart, diagrams, pictures etc.). If submitting a flow diagram, applicants should also describe complex interventions and controls as accurately and fully as possible within their diagram. You may find the EQUATOR Network website useful (www.equator-network.org). The PDF file should be submitted along with your application form.

 Attach

NOTE: Uploads MUST be provided as a Word or PDF document or you may not be able to submit your application or it may be difficult for the panel to view the required information in order to assess your application.

Please ensure that the document uploaded containing the list of references does not contain its own page numbering.

Section 8: 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 name (SAF_PG9_ADMINNME)

Administrative contact job title (SAF_PG9_ADMINJOB)

Administrative contact telephone number (SAF_PG9_ADMINNUM)

telephone number

Administrative contact email address (SAF_PG9_ADMINEML)

email address

Section 9: 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.

Host institution (which will administer any award) (R&D Contact Name)
This will be the host NHS organisation previously specified.
R&D contact name (SAF_PG10_RDNME)
R&D contact job title (SAF_PG10_RDJOB)
R&D contact telephone number (SAF_PG10_RDNUM)
<i>telephone number</i>
R&D contact email address (SAF_PG10_RDEML)
<i>email address</i>

Section 10: Acknowledgement, review and submit


COI declaration (SAF_PG11_COIDEC)

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 (SAF_PG11_TC)

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

Tick box – Must be ticked in order to submit

Checklist of information to include when submitting a NIHR stage 1 research application

- A good quality Plain English Summary www.involve.nihr.ac.uk/makeitclear
- A clear explanation of the problem being addressed
- A clear demonstration of the need and importance of the research
- A review of existing literature (primary research)
- A clear research question / aim(s) and objectives
- A clear project plan summarising the study design and methods
- A clear description of team member roles and contribution
- Appropriate and relevant involvement of patients and the public <http://www.invo.org.uk/>
- A single A4 page of references (document upload)

Section 11: Validation Summary

[Print/View Application](#)

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 (this must be completed by **[Closing Date]**)

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.