

## **<Policy Research Programme> STAGE 2 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.

Please note the following information and guidance is intended for applicants submitting a Stage 2 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](#) documents before completing your application.

Stage 2 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 1 pm**

Members of the team previously invited to participate as co-applicants during Stage 1 will still need to login to access the application, and approve their participation 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. **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 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 [prp@nihr.ac.uk](mailto:prp@nihr.ac.uk)**

## Section 1: Application Summary Information

<b>Programme</b>
To be auto populated by RMS , pulled from Round Information
<b>Call</b>
To be auto populated by RMS , pulled from Round Information
<b>Host organisation: (SAF_PG2_HSTORG)</b>
 Please give details of the organisation who will be the contractor if the project is funded. <b>NOTE: If your organisation does not appear on this list, please contact the <a href="#">Central Commissioning Facility</a></b>
Autopopulated same as current functionality <b>Applicant response pulled through from Stage 1 application</b>
<b>Research title (SAF_PG2_RSRCHTLE)</b>
 The project title should state clearly and concisely the proposed research. Any abbreviations should be spelled out in full.
Auto populated text box <b>Applicant response pulled through from Stage 1 application</b>
<b>Research type (SAF_PG2_RSRTYPE)</b>
 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.
Drop down stating: Primary Secondary Primary and Secondary
<b>Proposed start date (SAF_PG2_STRT)</b>
 Note this should be from the first 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.

Auto populated date field  
**Applicant response pulled through from Stage 1 application**

**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.

Auto populated text box – numerical only max 3 characters  
**Applicant response pulled through from Stage 1 application**

**End date**

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

**Total (Stage 2) Research Costs (SAF\_PG2\_RSRCHCST)**

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

**Total (Stage2) NHS Support & Treatment costs or external (not NHS) intervention costs (SAF\_PG2\_NHSCST)**

Enter the total amount of NHS support and treatment costs associated with this proposal.

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

## Section 2: CV - Lead and Co-applicants (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.



**List of applicants (lead and co-applicant) pulled through from Stage 1 application, with option to add further co-applicants up to a maximum of 15**

Title	Auto populated from the 'Manage my details' section	Forename(s)	Auto populated from the 'Manage my details' section	Surname	Auto populated from the 'Manage my details' section
Position		ORCID iD		Institution	
Department		Telephone No.			
Address Line 1		Address Line 2		Address Line 3	
Postcode		Country			
Web Address					

Qualification (SAF_PG3_QUAL)	Subject	Institution	From	To

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

- Applicants can then select the relevant publications and grants using the green "+" icon.
- The delete icon (the red and white button) to remove a publication or grant from the list.
- The order of each list can be changed by clicking and dragging the green arrow icon.

#### Publication record (SAF\_PG4\_PUBREC)

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.

Same as current functionality, except the max number of publications needs reducing from ten to six. In the case of the Lead Applicant the


response pulled through from Stage 1 application  
**In the case of the Lead Applicant response pulled through from Stage 1 application.**  
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

**Add Publication...**


**Research grants held (SAF\_PG4\_GRNTHLD)**

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.

 Please edit 'Manage My Details' to ensure that your record of research grants held (as a named applicant) is complete and up to date – 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.


Autopopulate a list of all NIHR grants the Lead Applicant has been involved in from their CV section – The format would be [Title] [Programme] [Amount] **In the case of the Lead Applicant response pulled through from Stage 1 application**

**Has this application been previously submitted to this or any other funding body? (SAF\_PG4\_PREVSUB)**

 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 Field  
**Applicant response pulled through from Stage 1 application**

**Applications submitted to other NIHR programmes**

 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.

Yes/No – Same as current functionality **Applicant response pulled through from Stage 1 application**

Grid Reporting ID: **SAF\_History\_Grid**

**Title of previous application (SAF\_PG4\_PREVTLE)**

Provide the full research title for the application.

Text box

100 words

**Name of Lead Applicant (SAF\_PG4\_LEADNME)**

Text box

**Funding body to whom it was submitted (SAF\_PG4\_FUNDBDY)**

Identify the organisation to which it was submitted previously.

Text box

**Funding scheme under which the application was submitted (SAF\_PG4\_FUNDSCHME)**

Identify the funding scheme to which it was submitted previously.

Text box

**Please indicate whether this was a Stage 1 (outline) or Stage 2 (full) application. (SAF\_PG4\_STAGEQRY)**

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.

Text box

**Outcome (SAF\_PG4\_OUTCME)**

Drop down box - options:


Funded  
Pending  
Rejected

**Please state the outcome date, if a decision is still pending. (SAF\_PG4\_OUTCMEPEND)**

Date field

dd/mm/yyyy


**If unsuccessful, please indicate why.(SAF\_PG4\_UNSUCCESS)**

 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.

Text box

300 words


**Where a previous, related application was made, please indicate how this research differs from the previous application. (SAF\_PG4\_PREVRELATE)**

 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.

Text box


300 words

## Section 4: The Research Team

<b>Specify your (lead applicant) role in the research (SAF_PG5_LEADRLE)</b>	
<p> 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.</p>	
Text field	<p><b>Applicant response pulled through from Stage 1 application</b></p> <p style="text-align: right;">100 words</p>

<b>%FTE (SAF_PG5_CENTCOMT)</b>	
<p>Commitment: This refers to the percentage of your time that you will commit to this project.</p>	
<p>Numerical field – max 3 characters plus % symbol</p>	

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

<b>Add all co-applicants supporting your research (SAF_PG5_COAPPGRID)</b>	
<p> 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.</p> <p>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.</p> <p>Allow sufficient time for your co-applicants to complete their sections of the online form <b>before</b> the application deadline.</p> <p>NOTE: Members of the team previously invited to participate as co-applicants during Stage 1 will still need to <u>approve</u> their participation in the Stage 2 application before the submission deadline. New team members will need to be invited <i>via</i> email to participate as co-applicants and both <u>confirm</u> and <u>approve</u> their participation before the submission deadline. Once a colleague has approved their participation, their CV details will populate the application; <u>the application cannot be submitted without doing so.</u></p> <p>A maximum of 15 co-applicants is permitted.</p>	

**List of applicants (lead and co-applicant) pulled through from Stage 1 application, with option to add further co-applicants up to a maximum of 15**

<p><b>Forename(s)</b> Auto populated from the 'Manage my details' section</p>	<p><b>Surname</b> Auto populated from the 'Manage my details' section</p>
---	---



Title:	
Position:	
ORCID (Researcher ID):	
Institution:	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.
Department:	
Address:	
Post Code:	
Country:	
E-mail:	
Phone number:	
Web address:	
Degrees and professional qualifications:	

<b>Name of applicant (SAF_PG5_COAPP)</b>

<b>Please indicate if this co-applicant is a member of the public (SAF_PG5_PTNPUBL)</b>
Yes/No <b>checkbox?</b>
<i>If yes: <b>Box only appears if "yes" is selected?</b></i>
<b>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.</b>
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 project.
This could include information about:
<ul style="list-style-type: none"><li>● Previous or present work (paid or unpaid) with any relevant organisations</li><li>● Links with any relevant groups, committees, networks or organisations</li><li>● Experience of particular health conditions, treatments, use of services - or as a member of a particular community</li><li>● Knowledge and experience of research including previous research undertaken</li><li>● Knowledge and experience of patient and public involvement including previous involvement activities</li><li>● Skills from any other roles that are transferable</li></ul>

- Relevant qualifications, training and learning

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

Text field

500 words

### 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.

Text field

75 words

### %FTE (SAF\_PG5\_COAPPCENTCOMT)

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: Other supporting roles – signatories (electronic)

### Other supporting roles

The following supporting roles from the host organisation must be added to the application:

- Director of Finance
- Head of Department or Senior Manager

#### Electronic signatures

On assigning these contacts an email will be sent to each of them by the system. They will be required to tick a check box indicating that they have read and understood the terms on which they have been nominated for this proposal and accept this role. Ticking this box constitutes an electronic signature of the supporting role for the full application.

At the time of adding the necessary supporting roles required to approve your application you are advised to inform the R&D office of the site most likely to be the lead site for your proposed research. The aim is to help speed up the permissions process should your application be successful.

The Lead Applicant will also be required to tick a check box to indicate that they have read and understood the terms on which he/she has been nominated as Chief Investigator for this proposal along, with the associated documentation, and accept this role.

Once everyone has approved the application you will be able to proceed to submit.

**No original or 'wet ink' signatures are required for this application.**

Same as current functionality

**Director of Finance or delegated authority at the host organisation**

The assigned Finance Director must approve the application and check the access controlled box below before the application can be submitted.

**Director of Finance signature against declaration**

In **ticking** this, you as the **Director of Finance** or delegated authority at the host organisation confirm that you have checked the financial details of this application and that the named institution is prepared to carry out this research at the stated costs and to administer the award if made. You also confirm that the staff grades and salaries quoted are correct and in accordance with the normal practice of this organisation.

**Ticking this box constitutes an electronic signature of the supporting role with regard to this application.**

**Head of Department**

The assigned Head of Department must approve the application and check the access controlled box below before the application can be submitted.


**Head of Department or Senior Manager signature against declaration**

In **ticking** this, you as **Senior Manager, Director of Research, Grants and Contracts Manager, Clinical Director or Chief Executive** or appropriate delegated authority for the host organisation confirm that you have read this application and that, if funded, the work will be accommodated and administered within the named organisation and that body will be fulfilling the role of research sponsor as set out in the UK Policy Framework for Health and Social Care Research. You also confirm that the applicants for whom you are responsible may undertake this work.

**Ticking this box constitutes an electronic signature of the supporting role with regard to this application.**

**Section 6: Scientific abstract**

**Scientific Abstract**

 The scientific abstract should be a clear and concise scientific 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 research, the setting and programme being applied to, and whether it is for 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 ([www.equator-network.org](http://www.equator-network.org)) useful.

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

Text field – max 500 words (current limit)

## Section 7: Plain English summary

Plain English summary (**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/>

Text field – max 450 words **Applicant response pulled through from Stage 1 application**

## Section 8: Changes from first stage

### Changes from first stage

 Please list the feedback received at first stage and under separate headings indicate what has changed as a result.

Please describe and explain any additional changes that have been made to this proposal since the stage 1

application e.g. in the light of new research.

Text field – based on equivalent fields this has a current max of 3700 words

## Section 9: Detailed Research Plan

### Detailed Research Plan (**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. **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. 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. Patient and Public Involvement
9. Project / Research expertise
10. Success criteria and barriers to proposed work

Max 7000 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'.

Attach


## Section 10: Patient & public involvement

Please describe how patients and the public have been involved in developing this proposal.

 You should describe who has been involved and why this is appropriate, what role(s) they have they played and what influence or change has happened as result of their involvement.

Text field – based on equivalent fields 350 words

**Please describe the ways in which patients and the public will be actively involved in the proposed research, including any training and support provided.**

 INVOLVE has developed guidance both on how patients and public can be involved <http://www.invo.org.uk/posttypepublication/involve-briefing-notes-for-researchers/> and the processes, procedures and values necessary to support this involvement [www.invo.org.uk](http://www.invo.org.uk)

Patients and public can be involved in every stage of a research project, from developing a proposal through to dissemination and evaluation.


In your description, you will need to say who will be involved and why.

Explain why your approach to public and patient involvement is appropriate for this proposal

Describe how you will support and enable patient and public involvement in your research (e.g., payments, training).

Text field – based on equivalent fiel 350 words


**In rare cases where proposals do NOT involve patients and the public, clear justification must be provided.**

 Complete/justify as necessary

Text field – based on equivalent fields 200 words

## Section 11: Detailed Budget

**\*Please note as you are now required to submit a Schedule of Events Cost Attribution Template (SoECAT) with your Stage 2 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\***

 For help with estimating PPI costs please see the INVOLVE cost calculator available at <http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/>

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 research will potentially benefit the NHS and/ or public health. For example, where appropriate, describe the likely cost savings or benefits in terms of numbers of patients treated, treatment times etc.

You should describe the value for money of the research itself – the strength of the research 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 research and provide justification for the resources required. If there are no NHS Support or Excess Treatment Costs associated with the research 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.

#### **Justification of costs. (PG\_SAF\_JustificationOfCosts)**

Provide a breakdown of research costs associated with undertaking the research 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 help with estimating PPI costs please see the INVOLVE cost calculator available at <http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/>

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 research will potentially benefit the NHS and/ or public health. For example, where appropriate, describe the likely cost savings or benefits in terms of numbers of patients treated, treatment times etc.

You should describe the value for money of the research itself – the strength of the research 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 research and provide justification for the resources required. If there are no NHS Support or Excess Treatment Costs associated with the research 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.

Text field – based on equivalent fields 2000 words

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

#### Details of post 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 'Research Team' 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**

text field

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

#### Staff posts and salaries

This section outlines the staff salaries and relevant on-costs (i.e pay increment dates, geographic weighting, superannuation, national Insurance, apprenticeship levy). Salary costs should feed into the Annual Costs of Staff Posts section. 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).

All staff members working on the project must be listed and their annual salaries must be stated. If there are any applicants whose costs are not being claimed, you will need to state the applicants' names and explain briefly why no costs are being claimed and how their contribution will be covered.

Use current rates of pay and build in any known annual increments. Nationally or locally agreed pay increases should be excluded. Once your project has started, you will not be able to claim for salary increases (through promotion) or pay awards retrospectively.

*Annual Costs of Staff Posts*

This section specifies the total annual costs of each applicant contributing to the Award. You should now allocate the individual staff member costs to each year of the Award, allowing for increments. Please note inflation should **NOT** be applied when calculating annual costs of staff posts.

Please note that the 'percent full time on this research' means the actual time spent on this research for the duration of employment through this project and should not be the average percentage over the whole project if a person is only employed for a certain amount of time. The 'Year' columns should reflect the actual annual costs of an individual for the research. In addition, 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. For example, if an individual's total annual salary costs are £20,000 and this person is expected to work 50% of their time on the research for 18 months, the 'percent full-time on this research' column should state 50 and the 'Total months on this research' column should state 18. The salary costs that should be entered into the 'Year' columns are £10,000 for 'Year 1', £5,000 plus any increments for 'Year 2' and £0 for 'Year 3'. If an individual's involvement varies over the course of the research, it may be easier to make a separate line entry each time it changes.

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/DH does not fund PhD studentships through its research grants (NIHR's main training opportunities can be accessed here: <http://www.nihrtcc.nhs.uk>). It is possible, however, for a researcher employed on an NIHR/DH grant to register for a PhD based on the funded project, although the NIHR/DH will not reimburse fees.

This section also includes 'Shared Staff Costs' which are located under directly allocated costs in some other funders' applications. These are a share of the costs of a resource used by an project, where the same resource is also used by other projects or activities. These are different to the Direct staff costs listed above because these costs are not exclusively related to any individual project. However, the cost of the resource still needs to be recovered, and making a fair and reasonable charge to all awards using the resource does this. Staff such as academics and research staff (who work on more than one project) and pooled laboratory technicians should be identified in the finances as shared staff. Charge-out rates for shared staff are generally applied to researcher's FTEs to derive an estimated cost for each project, and do not change during the life of the award. Estates charges and indirect cost rates should not be applied to the time of technician and support staff listed under shared staff, when calculating the estates and indirect cost totals for a project.

As this programme does not fund HEI indirect and estate costs, HEI shared staff costs charge out rates should exclude HEI indirect costs and estate costs when being calculated.

**Staff Member**

Staff Type: Other/Lead applicant/Co-applicant

Name:

Type of cost: NHS/HEI/Commercial/Other

<u>% Full-time on this research:</u>  <u>Total Months on this research:</u>
---

<u>Name</u>	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>

**Total Annual Costs of Posts**

	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>
<b>Total HEI</b>	<i>This table is calculated in the online application form</i>			
<b>Total NHS</b>				
<b>Total Commercial</b>				
<b>Total Other</b>				

***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 for 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; NIHR/DH programmes do not usually fund first class travel.

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

**Conference fees**

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

NOTE: Travel and subsistence costs relating to dissemination should also be included here. For research projects of three years or more, the programme will usually fund up to a maximum of two international conference attendances (two people attending one conference or one person attending two conferences). There are no limits on the number of UK conference attendances.

**Travel, Subsistence and Conference Fees...**

<u>Type of Cost</u>	NHS/HEI/Commercial/Other
<u>Description</u>	Journey Costs/Subsistence/Conference Fees

<u>Cost Information</u>	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>

**Equipment**

Purchase or lease costs for essential items of equipment plus maintenance and related costs not included as part of estates can be requested from the NIHR/DH. Only purchase costs of pieces of equipment 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 versus purchasing costs must be provided in the 'Justification of Costs' section.

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

Equipment must exclude VAT, but if your organisation is unable to reclaim or recover the VAT on a piece of equipment, you should check the column 'VAT cannot be reclaimed'. You will need to seek advice from the organisation the piece of equipment is purchased from regarding its VAT status. If you check the 'VAT cannot be reclaimed' column, VAT will be calculated at 20 percent into the overall cost of that item.

Applicants are asked to provide the 'Expected lifetime' of each item of equipment in months. This relates to the depreciation rate of the equipment. All purchases under £5k are depreciated immediately at the time the payment is made. In general, we would expect computer equipment to depreciate over a 3 year period (1/3 of its value per year), and 5 years minimum and 10 years maximum for scientific equipment.

**Equipment..**

Type of Cost

NHS/HEI/Commercial/Other

Description

Price excluding VAT £

Expected life time (Months)

<u>Cost Information</u>	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>

**Consumables**

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

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...**

Type of Cost

NHS/HEI/Commercial/Other

Please describe fully

Price excluding VAT £

Expected life time (Months)

<u>Cost Information</u>	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>

**Patient and Public Involvement**

Itemise and describe fully all patient and public involvement and engagement costs. This will include:

*Payments for time, skills and expertise:*

Offering members of the public payment for their time, skill and expertise is considered good practice in structuring and operating the proposed CRF. Rates of payment can vary and may be offered at either an hourly or daily rate. The following activities should be considered:

- Reviewing documents
- Attending meetings
- Attending training courses and conferences
- Outreach and dissemination

All out of pocket expenses should be covered. Equal opportunities for involvement are facilitated if expenses are covered. Members of the public should not end up financially worse off for providing a public service. The following expenses should be carefully considered:

- Travel (public transport, taxi fares, or an agreed private car mileage rate which includes wear and tear)
- Overnight accommodation
- Subsistence (food and refreshment whilst on 'business' or bought due to having to be at a certain place at a certain time, but no alcohol)
- Childcare or replacement carer/person providing support
- Costs of a Personal Carer or Support Worker of the individual's choice.
- Childcare or replacement carer/person providing
- Costs of a Personal Carer or Support Worker of the individual's choice.
- Conference fees and training courses.

INVOLVE has produced an online cost calculator to help staff supporting research identify and calculate the costs of public involvement in their research-facing activities. It includes a guide - [Budgeting for Involvement](#) with step-by-step practical advice, examples and tips. The [Involvement Cost Calculator](#) can then be filled in and downloaded.

**Patient and Public Involvement...**

Type of Cost

NHS/HEI/Commercial/Other

Please describe fully

<u>Cost Information</u>	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>

**Dissemination Costs**

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.

<b><u>Dissemination Costs</u></b>	
<u>Type of Cost</u>	NHS/HEI/Commercial/Other
<u>Please describe fully</u>	

<u>Cost Information</u>	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>

**Other Direct Costs**

These are costs, not identified elsewhere, that are specifically attributed to the research. For example, external consultancy costs, specialist publications, open access publications, computer licensing, 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.

<b><u>Other Direct Costs</u></b>	
<u>Type of Cost</u>	NHS/HEI/Commercial/Other
<u>Please describe fully</u>	

<u>Cost Information</u>	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>

--	--	--	--	--

	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>
<b><u>Total Direct Costs</u></b>	<i>This table is calculated in the online application form</i>			

**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: You are advised to seek advice from your finance department about the appropriate cost for this section.

**Commercial Indirect Costs...**

Name of Company / Organisation

<u>Cost Information</u>	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>



**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

Commercial/Other Partner organisation’s indirect costs need to demonstrate value for money. The NIHR/DH reserves the right to set limits on indirect costs charge

NOTE: You are advised to seek advice from your finance department about the appropriate costs for this section

**Other Partner Organisation Indirect costs**

Name of Partner Organisation

<u>Cost Information</u>	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>

	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>
<b><u>Total Indirect Costs</u></b>	<i>This table is calculated in the online application form</i>			

**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 Local Clinical Research Network (LCRN) for advice on NHS Support Costs.

NOTE: Further details about LCRN contacts is available at <http://www.nihr.ac.uk/nihr-in-your-area/local-clinical-research-networks.htm>

Applicants to **RfPB Social Care Call** should refer to the **Guidance for Applicants** for social care relevant definitions and further information about NHS support and treatment costs, and excess treatment costs.

**NHS Support Costs...**

Cost per patient (£)

Description of expected additional procedures/resource requirements

<u>Cost Information</u>	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>

**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)**

*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 AcoRD

<https://www.gov.uk/government/publications/guidance-on-attributing-the-costs-of-health-and-social-care-research>

NOTE: Applicants to the **RfPB Social Care Call** should refer to the **Guidance for Applicants** for social care relevant definitions and further information about NHS support and treatment costs, and excess treatment costs.

**NHS Treatment Costs...**

Cost per patient (£)

Description of expected resources required or released

<u>Cost Information</u>	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>

**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 ?**

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

Yes/No

**If yes, detail the costs of usual standard care below (200 words)**

**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...**

Cost per patient (£)

Description of expected resources required or released

<u>Cost Information</u>	<u>Year 1 (£)</u>	<u>Year 2 (£)</u>	<u>Year 3 (£)</u>	<u>Total (£)</u>

**NHS Support and Treatment Costs**

The panel 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.

	<b>Total (£)</b>
NHS Support Costs requested from networks	<i>This table is calculated in the online application form</i>
NHS Treatment Costs requested from the NHS	
<b>Total NHS Support and Treatment Costs</b>	

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

A completed Schedule of Events Cost Attribution Template (SoECAT) is now required to be uploaded and submitted as part of the application submission for all applications. The SoECAT must be 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.

The SoECAT form and more information can be found here:

<https://www.nihr.ac.uk/funding-and-support/study-support-service/resources/supporting-research-in-the-nhs.htm>

Guidance for completing the Schedule of Events Cost Attribution Template (SoECAT):

<https://www.nihr.ac.uk/funding-and-support/documents/study-support-service/soecat-guidance.pdf>

 Attach

**Research Costs Requested From Funder**

- NIHR programmes currently fund NHS bodies 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: 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.

	Direct costs	Indirect costs/Overheads	Total cost	% of costs paid by NIHR 1-80% or 100%	Amount requested
Total Higher Education Institution Costs	<i>This table is calculated in the online application form</i>				
Total Commercial Costs					
Total Other Partner Organisation Costs					
Total NHS Research Costs					
<b>Total</b>					

<b>Research Costs Requested From Funder</b>	
---	--

**Total Funding Required**

	Total (£)
Total Research Costs Requested from Funder	<i>This table is calculated in the online application form</i>
Total NHS (Support and Excess Treatment) Costs	
<b>Total Funding Required</b>	

**Section 12: Management and Governance**

<b>Is Clinical Trials Authorisation required?</b>
.
Yes/no radio buttons
<b>Does your project require ethics approval?</b>
.
Yes/No radio buttons
<b>If yes, has ethics approval already been obtained?</b>
Yes/No radio buttons

**Section 14: 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 file is mandatory to submission for all applicants, please attach:**

PRP Round 22 Stage 2

Date: November 2018

- A list of references cited in the application.

**If claiming CTU support and or applying following Programme Development Grant, the following files are considered mandatory:**

- CTU letter of support.
- NIHR Programme Development Grant Final Report.

**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. 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 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 15: Administrative contact details**

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 <u>not</u> need to be a co-applicant.	
Administrative contact name:	Applicant response pulled through from Stage 1 application (SAF_PG9_ADMINNME)
Administrative contact job title:	Applicant response pulled through from Stage 1 application (SAF_PG9_ADMINJOB)
Administrative contact telephone number:	Applicant response pulled through from Stage 1 application (SAF_PG9_ADMINNUM)
Administrative contact email address:	Applicant response pulled through from Stage 1 application (SAF_PG9_ADMINEML)

## Section 16: Research and Development office contact details

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

This will be the host NHS organisation previously specified.

Applicant response pulled through from Stage 1 application

### R&D contact name (SAF\_PG10\_RDNME)

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.

Text field Applicant response pulled through from Stage 1 application

### R&D contact job title (SAF\_PG10\_RDJOB)

Text field Applicant response pulled through from Stage 1 application

### R&D contact telephone number (SAF\_PG10\_RDNUM)

Number field Applicant response pulled through from Stage 1 application


### R&D contact email address: (SAF\_PG10\_RDEML)

Email address field Applicant response pulled through from Stage 1 application

## Section 17: 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.



Text field – Max 300 words	300 words
----------------------------	-----------

<b>Agreement to terms and conditions (SAF_PG11_TC)</b>
Lead Applicant
<p>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 research and responsible for its overall management. In addition, I will accept responsibility for ensuring that the host institution and interested parties are kept informed.</p> <p><b>Ticking this box constitutes an electronic signature of the lead applicant with regard to this application</b></p> <input type="checkbox"/>

**Checklist of information to include when submitting a NIHR stage 2 research application**

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

Appropriate and relevant involvement of patients and the public <a href="http://www.invo.org.uk/">http://www.invo.org.uk/</a>	<input type="checkbox"/>
A good quality plain English summary <a href="http://www.involve.nihr.ac.uk/makeitclear">www.involve.nihr.ac.uk/makeitclear</a>	<input type="checkbox"/>
A clear description of team member roles and contribution	<input type="checkbox"/>
A clear scientific abstract	<input type="checkbox"/>
A clear description of the changes from first stage	<input type="checkbox"/>
A flow diagram illustrating the study design / flow of participants (document upload), if appropriate	<input type="checkbox"/>
A full and accurate detailed budget breakdown	<input type="checkbox"/>
A clear justification of costs / value for money	<input type="checkbox"/>
References (document upload)	<input type="checkbox"/>
A clear Detailed Research Plan outlining the study design, methods, dissemination etc.	<input type="checkbox"/>

- A CTU letter of support if required (document upload)
- The support and agreement from the necessary supporting roles / signatories
- Letters of support to meet NHS Support and Treatment Costs
- Completed Schedule of Events Cost Attribution Tool (SoECAT)**

## Section 18: Validation Summary

Top of (online) page

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 **29 January 2019**)

You will receive an automated email containing the acknowledgment that we have received your application.

Bottom of (online) page

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**'.